



U.S. Department
of Transportation

**Federal Highway
Administration**

Missouri Division

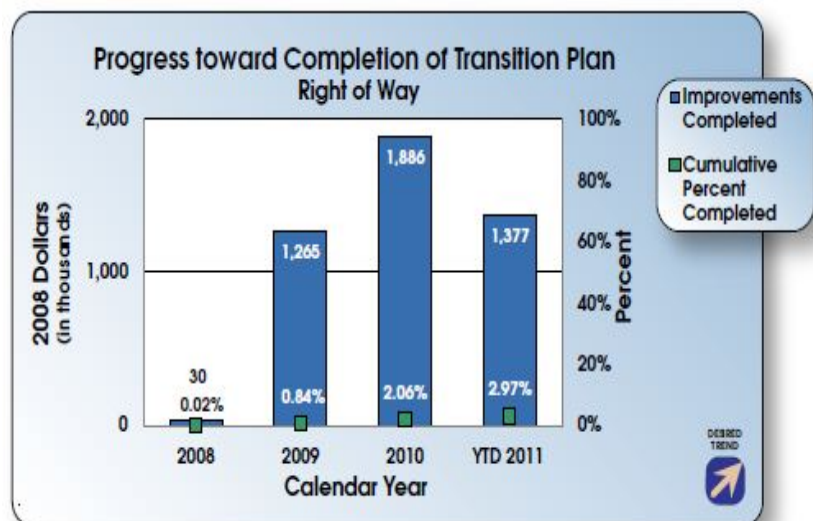
Missouri
Department of
Transportation

Program Review



Performance Year 2012 ADA Transition Plan Program Review

March 2012



Source: October 2011 MoDOT Tracker

FINAL REPORT



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Executive Summary

It has been determined that the ADA Transition Plan and the inventories are compliant with the federal regulations and requirements.

This program review sought to determine if the processes and tools utilized in maintaining and measuring progress of the ADA Transition Plan and the inventories met the federal regulations and requirements necessary for compliance with the Americans with Disabilities Act (ADA). After mapping the processes and reviewing the tools, the goal was to determine if they were consistent, meaningful, and purposeful.

Several opportunities for improvement in the processes and tools related to data collection, storage, and monitoring are included in the report. These opportunities derived from MoDOT personnel suggestions and a nationwide search for best practices.



Background

28 CFR 35.150(d) requires governments (both state and local with 50 or more employees) to develop a transition plan by July 26, 1992. MoDOT developed a transition plan accepted by FHWA on July 20, 1992. The plan described the basic steps MoDOT could take to obtain compliance with the ADA Act of 1990. MoDOT updated the transition plan and was accepted by FHWA on August 1, 2010. The updated plan details the public right-of-way inventory and building facility inventory along with plan completion timelines and priority lists for scheduling the projects. Transition plans should be updated periodically to meet the required needs. The plan currently states that MoDOT and FHWA agree to reevaluate the progress and the anticipated completion date approximately every five years.

Transportation officials have a duty to ensure that the facilities we construct provide access to all Americans to the maximum extent possible. FHWA Memorandum dated September 12, 2006 clarifies FHWA's role and responsibility in accessibility. FHWA is responsible for implementation of pedestrian access requirements from the ADA and Section 504 through stewardship and oversight. Section 504 and ADA do not require public agencies to provide pedestrian facilities, however where pedestrian facilities exist they must be accessible. Furthermore, when public agencies construct improvements providing access for pedestrians, the completed project must meet accessibility requirements for persons with disabilities to the maximum extent feasible. Early involvement in MoDOT planning and project delivery processes can provide the greatest opportunity for ADA compliance and decision-making. The ultimate goal of project delivery is to provide a set of quality plans, with practical specifications, and cost effective estimates.

An FHWA/MoDOT risk assessment was completed in February 2011 and determined ADA to be a high risk area that would benefit from a review. A Civil Rights Program Assessment was completed in July 2011 which resolved that a special program review in performance year 2012 would be completed (see Figure 1).



(Program Plans and Documents)

Observation #2 – ADA/504: MoDOT has completed their Transition Plan (TP) after receiving public comments. The Division has reviewed and accepted the plan.

Recommendation: Even though the TP has been accepted by the Division. The TP can be enhanced with a more detailed timeline and priority for the listed projects/locations.

Resolution: MoDOT has agreed to look at ways to enhance the plan while considering their funding and reorganization challenges. The Missouri Division Performance Plan for PY 12 includes a special program review that will address this issue.

Figure 1



Purpose and Objective

The purpose of this review is to fully understand the transition plan, fully understand how the improvements are captured, verify the transition plan is being implemented as stated, and verify the ADA Post Inspection Checklist meets the ADA guidelines for accessible public rights-of-way (ADAAG* or PROWAG**). The objectives for the program review are:

1. Map and fully understand the MoDOT ADA Transition Plan, inventories included in the appendices, and personnel responsible for the program.
2. Map and fully understand how the completed projects or improvements are captured to show progress toward the goal as described in the plan.
3. Determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful.
4. Determine if the ADA Post Inspection Checklist used by MoDOT is compliant with federal rules and regulations regarding the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**), and it serves a meaningful purpose.
5. If necessary, provide best practices and metrics in an action plan that will be implemented within a specific timeline.

*Americans with Disabilities Act Accessibility Guidelines (ADAAG)

**Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)



Scope and Methodology

The FHWA – MO Division/ MoDOT program review team will determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful. The team will use the applicable inventory database records from all seven MoDOT districts from July 1, 2010 through September 1, 2011 to obtain a list of completed projects based on the priorities as described in the plan. The completed projects will be mapped to show the process from project completion to the Tracker measure #10i. The team will review the checklist to ensure compliance with the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**) and to ensure it serves a meaningful purpose. If necessary, the team will outline best practices and metrics in an action plan that will be implemented within a specific timeline.

Methodology for Each Objective:

Objective 1:

The ADA Transition Plan was reviewed and compared to the federal regulations and requirements (see Appendix M). The Public ROW Inventory (Appendix A of the Plan) was reviewed, responsible personnel interviewed, and the process outlined (see Appendix C). The Facilities Inventory (Appendix B of the Plan) was reviewed, responsible personnel interviewed, and the process outlined (see Appendix D). The Responsible Personnel List was updated to reflect personnel changes in the last year (see Appendix E). The results were compiled and discussed with team members.

Objective 2:

The Public ROW Inventory improvements from January 1, 2011 to September 1, 2011 were reviewed (see Appendix F). The Facilities Inventory improvements from July 1, 2010 to June 30, 2011 were reviewed (see Appendix G). The process and monitoring measurement for each inventory was discussed and outlined (see Appendix C and D).

Objective 3:

Tracker measure #10i from October 2011 (see Appendix H) was reviewed and mapped (see Appendix C and D). The results were compiled and discussed with team members.

*Americans with Disabilities Act Accessibility Guidelines (ADAAG)

**Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)



Objective 4:

The ADA Post Inspection Checklist (see Appendix I) was reviewed and compared to the guidelines for accessible public rights-of-way (2005 draft PROWAG**). JSP 10-01 Americans with Disabilities Act (ADA) Compliance and Final Acceptance of Constructed Facilities (see Appendix J) was reviewed and discussed with team members. A survey was sent to all seven MoDOT districts to request information regarding checklist utilization (see Appendix K). The results were compiled and discussed with team members.

Objective 5:

A multitude of resources were utilized in the research for the best practices. A variety of cities, states, FHWA Program Reviews, and NCHRP reports were compiled, reviewed, and included on a list for future reference (see Appendix L). An action plan was developed based on ideas generated by MoDOT personnel and the best practices found nationwide.

****Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)**



Team Members

Team Members	Title, Organization	Member Roles
Don Hillis	Assistant Chief Engineer, MoDOT	Team sponsor
Edgardo Cordero	Assistant Division Administrator, FHWA	Team sponsor
Lester Woods	External Civil Rights Director, MoDOT	Team lead
Dawn Perkins	ARRA Assistant Transportation Engineer, FHWA	Team lead
Felix Gonzalez	Transportation Engineer, FHWA	Team member
Marc Thornsberry	Safety and Mobility Engineer, FHWA	Team member
Mike McGee	Transportation Engineer, FHWA	Team member
Ashley Scheulen	Program Management Analyst, FHWA	Team member
Mike Latuszek	Community Planner, FHWA	Team member
Ron Effland	Non-motorized Transportation Engineer, MoDOT	Team member
Steven Engelbrecht	Central District Planning Manager, MoDOT	Team member
Perry Allen	Kansas City District Construction and Materials Engineer, MoDOT	Team member
Jody Carlson	Northwest District Maintenance and Traffic Engineer, MoDOT	Team member (no longer with MoDOT)
Douglas Record	General Services Manager (Facilities), MoDOT	Team member
Larry Carver	Facilities Designer, MoDOT	Team member



Observations and Recommendations

Observation #1: According to 28 CFR 35.150(d)(2) the *“transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.”* The ADA Transition Plan inventories do not include car pool lots and weigh stations. South Carolina and Michigan ADA Transition Plans included all publicly accessible DOT property.

Recommendation: MoDOT should investigate to determine if the car pool lots and weigh stations qualify as publicly accessible property. If so, that property should be added to the Facilities Inventory (Appendix B of the Plan). If not, then the determination should be documented accordingly.

Observation #2: After reviewing the survey results and the processes utilized in collecting and reporting the data for the Public ROW Inventory, it was determined that the level of consistency amongst the districts was varied. Planners, designers, and construction personnel have a difficult time utilizing the existing database. Many of the improvements are not captured and reflected in the Tracker. The existing inventory only shows a snapshot in time of MoDOT system deficiencies. Several best practices were found where the transition plans included a comprehensive inventory, whereas MoDOT just reflects the deficiencies. Most of the best practices nationwide utilize some type of GPS/GIS data collection and GIS based mapping to collect, store, and maintain the data. This type of system would also provide personnel easy access to the information. A comprehensive inventory would ease the maintenance of the data by allowing a consistent process to be established which would take less effort and man-hours than currently necessary to update the inventory, and it would capture new additions that currently cannot be tracked.

Recommendation: Within 5-7 years MoDOT should work towards completing a comprehensive inventory that would be updated as projects are completed. The comprehensive inventory should be user-friendly and sustainable. To achieve this goal MoDOT should utilize the best technology available such as capturing the data with GPS/GIS compatible equipment and utilizing GIS based software compatible with a transportation/asset management based software for data storage and retrieval. A comprehensive inventory would capture all Permit, Local Agency, Maintenance, and STIP system-wide additions and improvements which would then be reflected in the



Tracker. Improving the inventory would allow a priority ranking system to be developed based on proximity to public facilities or density of defects. As a short term goal, we recommend plotting the existing data to a map format which will improve the search capabilities and identification of problem areas by MoDOT personnel.

Observation #3: The ADA Post Inspection Checklist was in the process of being updated by MoDOT personnel; however the updates had never been finalized and published in the Engineering Policy Guide (EPG). Also the name of the Checklist varies from ADA Post Inspection Checklist on the form, to ADA Inspection Checklist on the website, to ADA Post Construction Checklist on JSP 10-01.

Recommendation: The ADA Post Inspection Checklist should be updated to comply with the 2005 draft PROWAG** and updated in the EPG. The name of the Checklist should be consistent; we recommend shortening it to ADA Checklist.

Observation #4: According to the survey of the Districts, the ADA Post Inspection Checklist is being utilized by some MoDOT Maintenance and Permit personnel and some Local Agencies.

Recommendation: MoDOT should require all Maintenance and Permit personnel and the Local Agencies to utilize the ADA Post Inspection Checklist. Since the Checklist was noted as a best practice in an ARRA National Review Team report, we highly recommend MoDOT fully utilize this great tool your agency developed. It will allow everyone to become more familiar with the ADA requirements and capture the improvements in the database which will reflect in the Tracker.

Observation #5: During discussions it was noted that several contractors had questioned the slope percentages measured by the inspector while completing the ADA Post Inspection Checklist.

Recommendation: MoDOT should add the statement “a 2 foot calibrated digital level approved by the RE will be utilized for measurement of slopes” to JSP 10-01 and determine if the EPG should be updated as well.

**Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)



Observation #6: While discussing the personnel responsible for ADA compliance, it was noted that there was a vacancy in MoDOT External Civil Rights for a Title VI Coordinator whose duties include ADA responsibilities. Several people in the Districts have changed positions and may not have the same job descriptions as before. Currently the program's major duties are being covered by the External Civil Rights Director and the Non-motorized Transportation Engineer.

Recommendation: MoDOT should fill the External Civil Rights Title VI Coordinator vacancy. The team suggests reinstating the ADA Interdisciplinary team to carry out the action plan from this program review and keep the Department focused on ADA. A long term goal would be to establish an Advisory team that would include members of the public who are focused on ADA.

Observation #7: Funding shortfalls are a major obstacle when planning and designing for ADA improvements. Other DOTs have taken the initiative to partner with other state and localized agencies to improve ADA connectivity.

Recommendation: MoDOT should partner to the extent practical with metro areas, multi-modal and other transit agencies to leverage resources for necessary improvements and then capture those improvements in the Tracker.

Observation #8: The MoDOT website has a single page devoted to ADA. Other DOTs have a best practice of providing enhanced ADA web pages that include links to their ADA Transition Plan and much more.

Recommendation: MoDOT should consider enhancing their ADA web page and adding a link to their ADA Transition Plan to highlight the Departments commitment to ADA improvements.



Successful Practices

Success #1: MoDOT was previously recognized in an ARRA National Review Team report for the development and utilization of the ADA Post Inspection Checklist.

Success #2: MoDOT made improvements above and beyond what was stated in the ADA Transition Plan. They upgraded signage in buildings and provided equally effective communication options such as internet accessibility and auxiliary aids and services like TDD's (telecommunication devices for deaf persons).

Recommendation: The team recommends that MoDOT add these accomplishments in the next update of the ADA Transition Plan so they can promote their commitment to ADA improvements.

Success #3: The MoDOT Non-motorized Transportation Engineer works with LTAP to provide ADA training to LPAs and consultants. He also provides MoDOT internal ADA training.

Success #4: The Kansas City District has completed the upgrades listed in the Facilities Inventory (Appendix B of the Plan) ahead of schedule.



Conclusion

As a result of this review, FHWA staff and MoDOT staff gained a more comprehensive understanding of the ADA Transition Plan and the processes involved in data collection, storage, and monitoring of the inventories. The existing structure is adequate, but research shows that there are opportunities for improvement. MoDOT staff is willing to make improvements to the processes and tools utilized to satisfy the recommendations of the team. FHWA will continue to work with MoDOT and monitor the progress and improvements to the ADA Transition Plan and the inventories.



Action Plan

Observation #1: Long Term Goal

Action #1: MoDOT will investigate to determine if the car pool lots and weigh stations qualify as publicly accessible property. If so, that property will be added to the Facilities Inventory (Appendix B of the Plan). If not, then the determination should be documented accordingly (*August 2015*).

Observation #2: Short Term and Long Term Goals

Action #2: MoDOT will plot the existing data to a map format which will improve the search capabilities and identification of problem areas by MoDOT personnel (*June 2012*).

Action #3: MoDOT will work towards completing a comprehensive inventory that will be updated as projects are completed (*5 – 7 years*).

Action #4: MoDOT will work towards revising the priority ranking system for the Public ROW Inventory and including it on Appendix A of the ADA Transition Plan (*5 – 7 years*).

Observation #3: Short Term Goals

Action #5: MoDOT will update the name of the Checklist so it is consistent across all MoDOT media; we recommend shortening it to ADA Checklist (*March 2012*).

Action #6: MoDOT will update the ADA Checklist to comply with the 2005 draft PROWAG** and update the EPG (*March 2012*).

Observation #4: Short Term Goal

Action #7: MoDOT will require all Maintenance and Permit personnel and the Local Agencies to utilize the ADA Checklist (*July 2012*).

Observation #5: Short Term Goal

Action #8: MoDOT will add the statement “a 2 foot calibrated digital level approved by the RE will be utilized for measurement of slopes” to JSP 10-01 and determine if the EPG should be updated as well (*April 2012*).

**Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)



Observation #6: Short Term and Long Term Goals

Action #9: MoDOT will fill the External Civil Rights Title VI Coordinator vacancy (*Completed February 2012*).

Action #10: MoDOT will reinstate the ADA Interdisciplinary team to carry out the action plan from this program review and keep the Department focused on ADA (*May 2012*).

Action #11: MoDOT will establish an Advisory team that includes members of the public who are focused on ADA (*July 2013*).

Observation #7: Long Term Goal

Action #12: MoDOT will partner to the extent practical with metro areas, multi-modal and other transit agencies to leverage resources for necessary improvements (*July 2013*).

Observation #8: Short Term Goal

Action #13: MoDOT will consider enhancing their ADA web page and adding a link to their ADA Transition Plan to highlight the Departments commitment to ADA improvements (*August 2012*).

Success #2: Long Term Goal

Action #14: MoDOT will add the above and beyond accomplishments to the next update of the ADA Transition Plan to promote their commitment to ADA improvements (*August 2015*).



Appendices

Appendix A	Team Charter
Appendix B	Work Plan
Appendix C	Public ROW Inventory Process
Appendix D	Facilities Inventory Process
Appendix E	District Contacts
Appendix F	Public ROW Report from Database (from October 2011)
Appendix G	Facilities Report from Spreadsheet (from January 2012)
Appendix H	Tracker #10i (from October 2011)
Appendix I	ADA Checklist
Appendix J	JSP 10-01
Appendix K	District Questionnaire and Responses
Appendix L	Best Practices Research
Appendix M	MoDOT ADA Transition Plan (updated August 2010) <i>Appendix A and B were omitted due to size</i>



Appendix A

Team Charter		
Program to be Reviewed:		
Missouri ADA Transition Plan		
Program Statement of Concern:		
The original ADA Transition Plan was completed in 1992 by MoDOT. The updated ADA Transition Plan was approved in August 2010 by MoDOT. A risk assessment was completed in February 2011 which determined that ADA was a high risk area that would benefit from a review.		
Questions or Objectives:		
1	Map and fully understand the MoDOT ADA Transition Plan, inventories included in the appendices, and personnel responsible for the program.	
2	Map and fully understand how the completed projects or improvements are captured to show progress toward the goal as described in the plan.	
3	Determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful.	
4	Determine if the ADA Post Inspection Checklist used by MoDOT is compliant with federal rules and regulations regarding the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**), and it serves a meaningful purpose.	
5	If necessary, provide best practices and metrics in an action plan that will be implemented within a specific timeline.	
Scope of Review:		
The FHWA – MO Division/ MoDOT program review team (team) will determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful. The team will use the applicable inventory database records from all seven MoDOT districts from July 1, 2010 through September 1, 2011 to obtain a list of completed projects based on the priorities as described in the plan. The completed projects will be mapped to show the process from project completion to the Tracker measure #10i. The team will review the checklist to ensure compliance with the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**) and to ensure it serves a meaningful purpose. If necessary, the team will outline best practices and metrics in an action plan that will be implemented within a specific timeline.		
Team Leader:		
Lester Woods (MoDOT) and Dawn Perkins (FHWA)		
Team Members:		
Mike McGee (FHWA)	Felix Gonzalez (FHWA)	Marc Thomsberry (FHWA)
Ron Effland (MoDOT)	Perry Allen (MoDOT)	Jody Carlson (MoDOT)
Steven Engelbrecht (MoDOT)	Douglas Record (MoDOT)	Larry Carver (MoDOT)
Ashley Scheulen (FHWA)	Mike Latuszek (FHWA)	
Team Sponsor:		
Don Hillis (MoDOT) and Edgardo Cordero (FHWA)		
Budget:		
The team will use existing resources within MoDOT and FHWA – MO Division for personnel and travel.		
FHWA Travel: \$1,000.00		
Expertise available:		
1992 Missouri ADA Transition Plan		
2010 Missouri ADA Transition Plan Update		
FHWA & MoDOT Program Areas (Design, Construction, Resource Management)		
FHWA Resource Centers		
Patrick Gomez (FHWA Resource Center Civil Rights Specialist)		
Edward Frazier (FHWA – MO Division Civil Rights Specialist)		
MoDOT Engineering Policy Guide (EPG)		



MoDOT Personnel CFR & USC FHWA Policy & Guidance Documents Americans with Disabilities Act of 1990 (ADA) *Americans with Disabilities Act Accessibility Guidelines (ADAAG) **Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)					
Time Frame:	7 months	Starting Date:	09/30/2011	Completion Date:	04/30/2012
Authority or responsibility of the team:					
The team's charge is limited to development of a report with observations and recommendations that address the objectives listed in the charter, along with a proposed implementation plan if needed.					
Potential restraining forces:					
The team will focus on the areas noted in the statement of concern and objectives area of the charter. The activity is also restricted by the limited time frame to produce the final report.					
Timing of Progress Reports:					
The team leaders will provide monthly updates to the team sponsors and a final program review report may be presented during a formal close out meeting at a date to be determined.					
Follow-Up Responsibility:					
Both team leaders will follow-up on any recommendations that may develop from the review. Implementation of subsequent guidance and rule changes will be the responsibility of MoDOT's Director of External Civil Rights, Lester Woods.					



Appendix B

Review Plan			
Purpose of the Review:			
MoDOT updated their 1992 Transition Plan for the Missouri Highway and Transportation Department in August 2010. The purpose of this review is to fully understand the plan, fully understand how the improvements are captured, verify the plan is being implemented as stated, and verify the ADA Post Inspection Checklist meets the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**).			
Scope of Review: (Locations for review should be listed on attached form)			
The FHWA – MO Division/ MoDOT program review team (team) will determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful. The team will use the inventory applicable database records from all seven MoDOT districts from July 1, 2010 through September 1, 2011 to obtain a list of completed projects based on the priorities as described in the plan. The completed projects will be mapped to show the process from project completion to the Tracker measure #10i. The team will review the checklist to ensure compliance with the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**) and to ensure it serves a meaningful purpose. If necessary, the team will outline best practices and metrics in an action plan that will be implemented within a specific timeline.			
Objectives:			
1. The goal of this program review is to map and fully understand the MoDOT ADA Transition Plan, inventories included in the appendices, and personnel responsible for the program. With the determination of the compliance level, the team will use the information to communicate any additional guidance that may be needed on the plan, inventories, and personnel. 2. The goal of this program review is to map and fully understand how the completed projects or improvements are captured to show progress toward the goal as described in the plan. With the determination of the compliance level, the team will use the information to communicate any additional guidance that may be needed on measuring the progress of the plan. 3. The goal of this program review is to determine if the processes for maintaining and measuring progress of the inventories included in the plan are adequate and purposeful. With the determination of the compliance level, the team will use the information to communicate any additional guidance that may be needed on maintaining and measuring the progress of the inventories. 4. The goal of this program review is to determine if the ADA Post Inspection Checklist used by MoDOT is compliant with federal rules and regulations regarding the Americans with Disabilities Act guidelines for accessible public rights-of-way (ADAAG* or PROWAG**), and it serves a meaningful purpose. With the determination of the compliance level, the team will use the information to communicate any additional guidance that may be needed regarding design standards and purpose of the checklist. 5. The goal of this program review is, if necessary, to provide best practices and metrics in an action plan that will be implemented within a specific timeline. The team will communicate any additional guidance that may be needed regarding best practices and metrics.			
Team Members:	Title, Office	Member Roles:	Time Commitment:
Don Hillis	Assistant Chief Engineer, MoDOT	Team sponsor	<1% of work time
Edgardo Cordero	Assistant Division Administrator, FHWA	Team sponsor	<1% of work time
Lester Woods	External Civil Rights Director, MoDOT	Team lead	5% of work time
Dawn Perkins	ARRA Assistant Transportation Engineer,	Team lead	10% of work time



	FHWA		
Felix Gonzalez	Transportation Engineer, FHWA	Team member	<5% of work time
Marc Thomsberry	Safety and Mobility Engineer, FHWA	Team member	<5% of work time
Mike McGee	Transportation Engineer, FHWA	Team member	<5% of work time
Ashley Scheulen	Program Management Analyst, FHWA	Team member	<5% of work time
Mike Latuszek	Community Planner, FHWA	Team member	<5% of work time
Ron Effland	Non-motorized Transportation Engineer, MoDOT	Team member	<5% of work time
Steven Engelbrecht	Central District Planning Manager, MoDOT	Team member	<5% of work time
Perry Allen	Kansas City District Construction and Materials Engineer, MoDOT	Team member	<5% of work time
Jody Carlson	Northwest District Maintenance and Traffic Engineer, MoDOT	Team member (no longer with MoDOT)	<5% of work time
Douglas Record	General Services Manager (Facilities), MoDOT	Team member	<5% of work time
Larry Carver	Facilities Designer, MoDOT	Team member	<5% of work time
Resources:			
Dollars	The team will use existing resources within MoDOT and FHWA – MO Division for personnel and travel. FHWA Travel: \$1,000.00		
Advisor/Expertise Available	1992 Missouri ADA Transition Plan 2010 Missouri ADA Transition Plan Update FHWA & MoDOT Program Areas (Design, Construction, Resource Management) FHWA Resource Centers Patrick Gomez (FHWA Resource Center Civil Rights Specialist) Edward Frazier (FHWA – MO Division Civil Rights Specialist) MoDOT Engineering Policy Guide (EPG) MoDOT Personnel CFR & USC FHWA Policy & Guidance Documents Americans with Disabilities Act of 1990 (ADA) *Americans with Disabilities Act Accessibility Guidelines (ADAAG) **Draft Public Rights-of-Way Accessibility Guidelines (PROWAG)		
Equipment	Existing resources		
Information Data Collection - Consider what you know now - Consider what you need to know - What are the gaps between the two above? Use these gaps to complete the following:			
Data Needed		Source of Data	Method to Collect
MoDOT ADA Transition Plan		1992 ADA Transition Plan and 2010 Updated ADA	MoDOT records



	Transition Plan	
List of completed projects	Building Inventory Database and ROW Inventory Database	MoDOT databases
ADA Tracker Measure	MoDOT Tracker	MoDOT records
ADA Post Construction Checklist	MoDOT EPG	MoDOT EPG
Best Practices	Other States ADA Transition Plans and Process Reviews	Internet, FHWA Resource Center and Headquarters
Review Schedule		
Activity	People/Contacts	Dates
Kick-off meeting	All available team members	September 30, 2011
2 nd team meeting	All available team members	October 20, 2011
3 rd team meeting	All available team members	November 15, 2011
4 th team meeting	All available team members	December 8, 2011
Team meeting to discuss opportunities	All available team members	January 11, 2012
Draft report complete	Lester, Doug, Ron, and Dawn	February 10, 2012
Email for review draft report	All team members	February 15, 2012
Draft report comments due back from team	All team members	February 22, 2012
Closeout meeting with MoDOT and FHWA management	All available team members	February 29, 2012
Final report complete		March 30, 2012



Appendix C

MoDOT ADA Public ROW Inventory Process

1. ADA Transition Team was formed.
2. The Team was split into various group assignments (facilities, roadways, internet, HR, etc.).
3. A standardized form was developed with step-by-step instructions by MoDOT. (The form was in turn the basis of information for the database.)
4. Each District was divided into sections, and Leads were assigned to each section.
5. Each Lead engaged the Area Maintenance Engineers for on-site trainings to show them what to look for and how to document the areas of concern. The equipment used in the site visits included a handheld GPS, electronic level, measuring wheel, and measuring tape.
6. The Area Maintenance Engineers and their staff then systematically reviewed the Public ROW for deficiencies utilizing the standardized form.
7. The data was transferred from the form to populate a Lotus Notes database.
8. Rough cost estimates were developed based on what it would cost to update the identified Public ROW deficiencies in 2008.
9. The Lotus Notes database was converted into a web-based database system to allow easy access.
10. The Construction Inspector fills out the ADA Post Inspection Checklist at the final inspection for every project.
11. A designated person in each RE office will then take the Checklist and enter the updated information into the web-based database system. Only the compliant items are marked complete; any non-compliant items are left non-compliant and a comment is added to address what has been completed.
12. Each quarter the MoDOT Non-Motorized Transportation Engineer runs a report from the web-based database which shows by District the amount spent on improvements. The estimate is from the original estimate and only populates if the entire deficiency is changed to compliant.
13. The MoDOT Non-Motorized Transportation Engineer then sums per District amounts from the report and transfers that information into a graph showing year to date improvements for MoDOT.
14. The graph Progress toward Completion of Transition Plan – Right of Way is then provided to Governmental Relations for the Tracker.



Appendix D

MoDOT ADA Facilities Inventory Process

1. ADA Transition Team was formed.
2. The Team was split into various group assignments (facilities, roadways, internet, HR, etc.).
3. The MoDOT Title VI Coordinator and General Services Manager (Facilities) developed the ADA Facility Survey which was in turn the basis of information for the database developed by Information Systems.
4. The MoDOT Title VI Coordinator and General Services Manager (Facilities) visited all ten districts and Central Office providing the ADA Standard Accessible Design Standards guidelines, training on the rules and regulations, and went through several facilities helping identify barriers.
5. The District Facilities Operations Supervisors and their staff then completed the reviews of the remaining facilities.
6. The data was transferred from the survey to populate the database.
7. Rough cost estimates were developed by the Facilities Operations Supervisors based on what it would cost to update the identified facilities deficiencies.
8. The General Services Manager (Facilities) entered the estimates into an excel spreadsheet named Facility Cost Estimates with tabs for each district.
9. Each quarter the General Services Manager (Facilities) sends an email to all District Facilities Operations Supervisors asking which facilities have had ADA updates and which facilities are 100% complete.
10. The General Services Manager (Facilities) updates the spreadsheet by changing the dollar amount color from black to red, if the facility is 100% complete, and forwards to the MoDOT Non-motorized Transportation Engineer.
11. The MoDOT Non-motorized Transportation Engineer then sums per District amounts from the spreadsheet and transfers that information into a graph showing year to date improvements for MoDOT.
12. The graph Progress toward Completion of Transition Plan – Building Facilities is then provided to Governmental Relations for the Tracker.



Appendix E

ADA Transition Plan Database MoDOT District Contacts

Updated 2/29/2012

NW

Darby D Logan

NE

Erin L Gruber

Thomas P Batenhorst

Robert J Manzke

KC

Perry J Allen

Gregory L Stervinou

CD

Nicole A Hood

SL

Randall S Glaser

Laura S Ellen

SW

Vicki L Wells

Jerry P Davis

Frank O Miller

SE

Elquin L Auala

David L Peyton

CO

Ronald E Effland

ECR

Angela Sutton



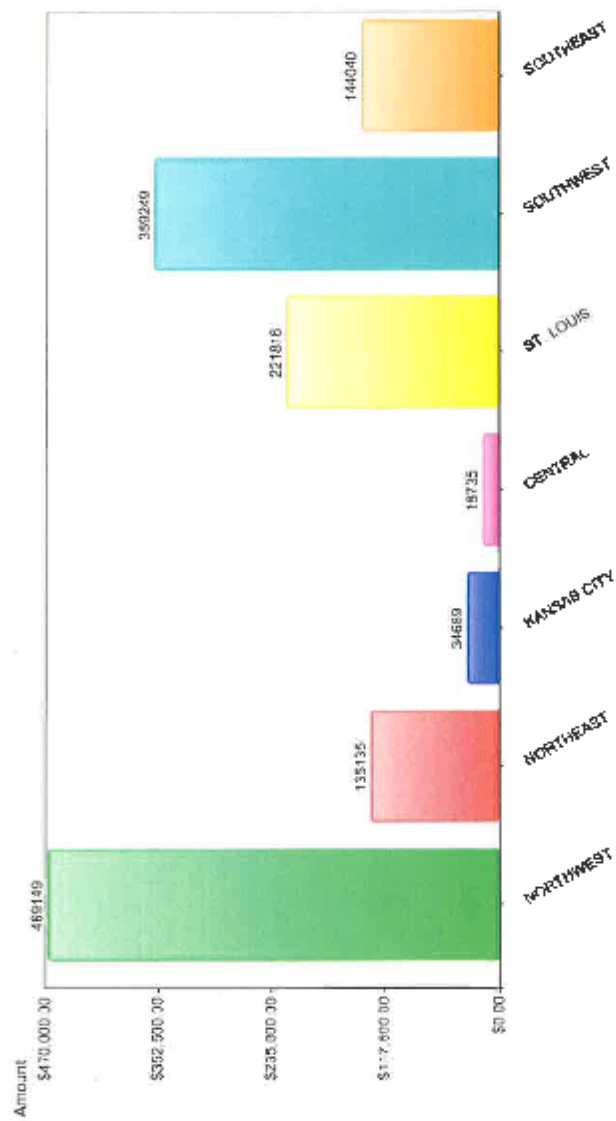
Appendix F

Page 1 of 1

11/16/2011

Please select Report: Total Fixed For Year
Please select Year: 2011

Amount Fixed For Year 2011



<http://ghasp01/adaprow/Reporting.aspx>



Appendix G

Facilities ADA Compliance Estimate Summary

Appendix A

Location	Cost Estimate	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	
Central Office	\$40,600		\$3,000	\$15,600	\$22,000				updated 11/30
District 1	\$115,000		\$60,000	\$45,000	\$10,000				updated 11/30
District 2	\$34,000		\$6,000	\$28,000					updated 11/30
District 3	\$84,500		\$32,500	\$36,400	\$15,600				updated 2/3
District 4	\$166,000		\$45,000	\$73,000	\$48,000	\$0	\$0		updated 11/30
District 5	\$506,500		\$0	\$23,500	\$0	\$45,000	\$438,000		updated 11/30
District 6	\$290,700		\$32,500	\$61,000	\$73,200	\$67,000	\$57,000		no update required
District 7	\$157,100		\$31,200	\$42,000	\$24,900	\$39,300	\$19,700		updated 11/30
District 8	\$261,500	\$38,000	\$92,000	\$40,000	\$38,000	\$23,500	\$30,000		updated 11/30
District 9	\$134,000		\$58,000	\$16,000	\$0		\$60,000		updated 11/30
District 10	\$155,000		\$20,500	\$48,000	\$48,000	\$38,500			updated 11/30
Total	\$1,944,900	\$38,000	\$380,700	\$428,500	\$279,700	\$213,300	\$604,700		

Revised									
Central Office	\$40,000		\$3,000	\$15,000	\$22,000				
Northwest	\$109,000		\$60,000	\$39,000	\$10,000				
Northeast	\$89,900		\$35,900	\$38,400	\$15,600				
Kansas City	\$89,700		\$15,000	\$26,700	\$48,000				
Central District	\$338,500		\$0	\$23,500	\$0	\$0	\$315,000		
St. Louis	\$196,700		\$32,500	\$61,000	\$73,200	\$30,000	\$0		
Southwest	\$357,200		\$147,700	\$82,000	\$38,000	\$57,800	\$31,700		
Southeast	\$129,000		\$16,500	\$26,000	\$48,000	\$38,500	\$0		
Total	\$1,350,000	\$0	\$310,600	\$311,600	\$254,800	\$126,300	\$346,700		



Appendix H

ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE

Pedestrian and ADA Transition Plan improvements -10i

Result Driver: Kathy Harvey, State Design Engineer

Measurement Driver: Ron Effland, Non-motorized Transportation Engineer

Purpose of the Measure:

This measure tracks MoDOT's investment in pedestrian facilities as well as its progress toward removing the barriers that prevent accessibility for all users. Completion of the improvements listed in MoDOT's 2010 Transition Plan Update will bring the department into compliance with the American's with Disabilities Act. Accessibility applies both to right of way, such as sidewalks and traffic signals, and to facilities such as buildings, parking lots and restrooms.

■ **Investment in Pedestrian Facilities based on Contract Awards**

This measure demonstrates MoDOT's continuing commitment to the pedestrian mode of transportation by tracking the amount of money awarded to contractors for the 20 most common construction elements of a pedestrian project.

■ **Progress toward Completion of Transition Plan— Right of Way**

This measure demonstrates progress toward accomplishing the estimated \$153.2 million of work needed to achieve accessibility for rights of way. This estimate has been revised based on the latest inventory corrections to remove listed items that are not on State property.

■ **Progress toward Completion of Transition Plan— Building Facilities**

This measure demonstrates progress toward accomplishing the estimated \$1.9 million of work needed to achieve accessibility for building facilities. Approximately \$539,000 of work to facilities scheduled to be closed with the Bolder Five-Year Direction are included in this amount.

Measurement and Data Collection:

Data for MoDOT's investment in pedestrian facilities is gathered by querying total award amounts for the 20 most common construction elements of a pedestrian project. The number of projects is estimated based upon the number of projects that include the pay items queried. These numbers have been corrected based on a better understanding of the software and the investment

in the Jefferson City Bridge attachment has been added to the 2010 total.

The dollar amounts tracked for the latter two charts are based on unadjusted estimates made in 2008 and may not reflect the actual expenditures in the field. Rather, as each deficient segment is upgraded or reviewed and removed from the Transition Plan, its 2008 estimated total is accounted for and shown here as progress. In this manner, inflation and changing field conditions have no impact on the representation of true progress toward completion. This is an annual measure updated quarterly and reported each April.

Improvement Status:

MoDOT's investment in pedestrian facilities reflects its commitment to providing a comprehensive transportation system to meet the needs of all users. Sidewalks are being improved to meet accessibility requirements and network gaps are being filled in. Customers' needs are being met by adding sidewalks, traffic signals and crosswalks where needed to provide safe transportation options.

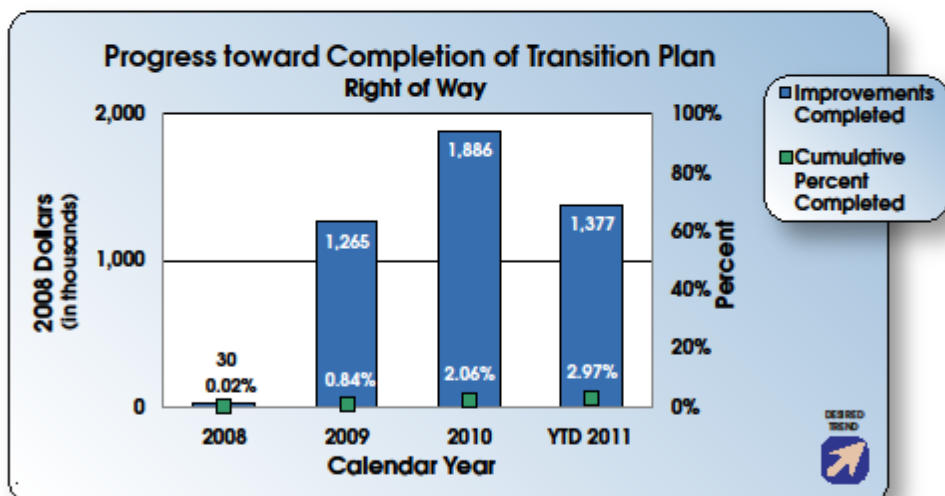
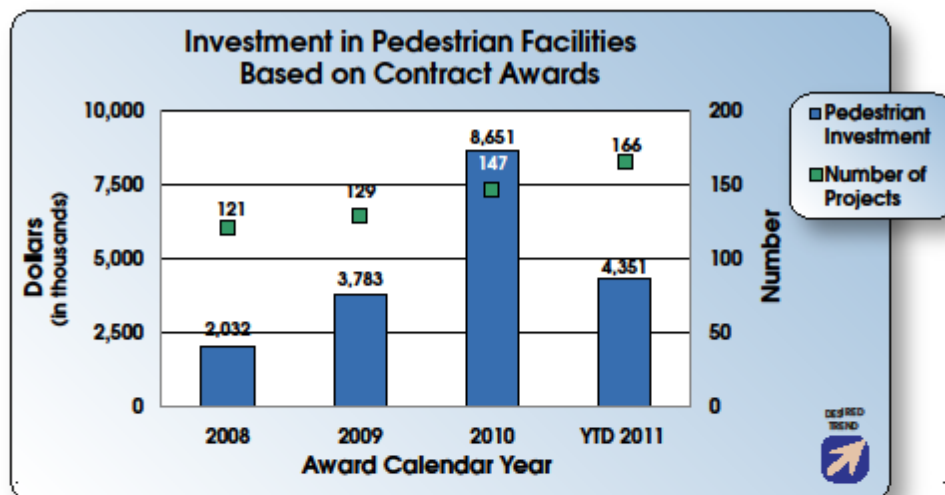
In 2009 there was an influx of funding from the American Recovery and Reinvestment Act which provided many ADA improvements. Since that time, MoDOT has continued its efforts to improve pedestrian travel by considering accessibility issues on all projects.

MoDOT's Transition Plan Update was published in 2010. The needs were identified in 2008 and the department has been working to upgrade pedestrian and building facilities with projects since the development of the inventory. The department has been responsive to public requests and has been proactive in many areas to make simple, low-cost improvements when opportunities arise. The data for 2010 and 2011 includes corrections to the pedestrian facility inventory to remove items not on state-maintained property.

To date, a cumulative total progress of \$4.55 million or 2.97 percent of the estimated \$153.2 million Transition Plan needs and \$191,000 or 10 percent of the \$1.9 million building facilities' needs have been accomplished. The desired outcome is completion of the Transition Plan.

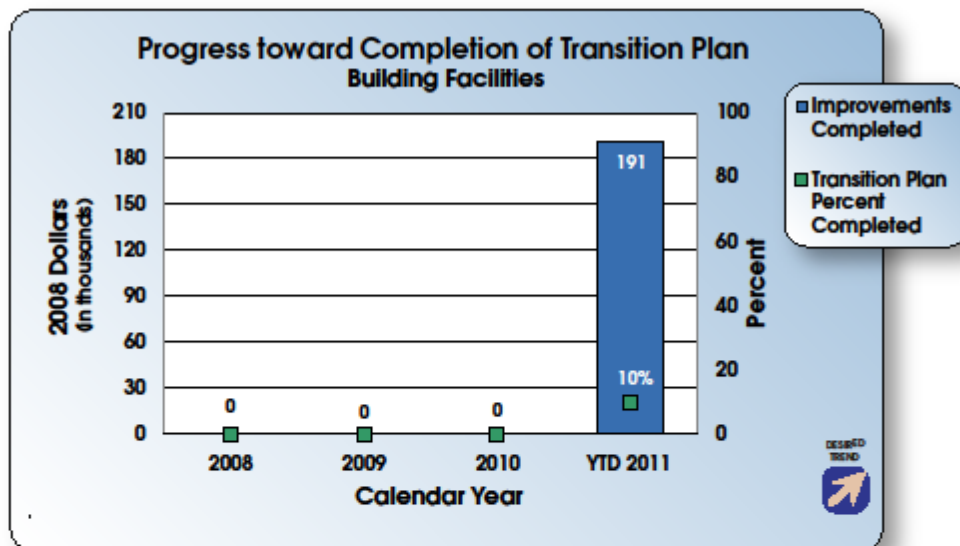


ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE





ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE



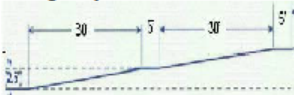


Appendix I

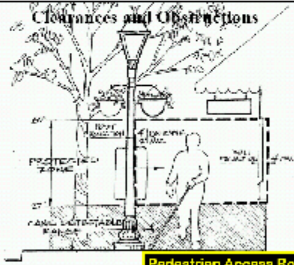
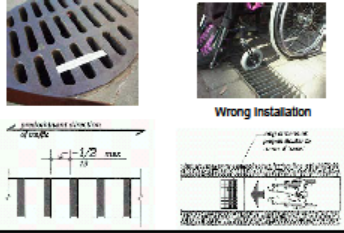
Rev. 9June11

ADA POST INSPECTION CHECKLIST

Job No. _____ Route _____ County _____ Location _____

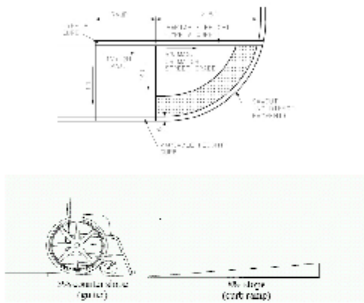
SIDEWALKS			
Figures/Examples	Requirements ¹	YES	NO
	<i>All sidewalks constructed within the project limits are ADA compliant.</i>		
Sidewalk Width	- Sidewalks are 5' or greater in width. Sidewalks within 2' of the curb are 6' or greater in width. - Exception, existing sidewalks or where physical restraints exist, sidewalks may be less than 5' wide, but must be at minimum 3' in width with 5' x 5' passing space provided no more than 200' apart. (ADA min.) - Exception, existing sidewalks or where physical restraints exist, sidewalks may be less than 5' wide, but must be at minimum 32" wide and the length of the restricted pathway is no more than 24". (ADA min.) - Sidewalks off of MoDOT's right of way may be 4' wide with 5' x 5' passing space provided no more than 200' apart. (ADA min.)		
Sidewalk Cross Slope	Sidewalk cross slopes are 2.0% (.25" per foot) or less.		
Landings Defined as an area 5' x 5' with no slope greater than 2.0%. Needed for wheelchairs to turn.	- Landings are 5' x 5' with no cross or running slopes greater than 2.0%. - Exception, 4' x 4' landings allowed for existing sidewalks, where physical restraints exist, and off of MoDOT right of way. (ADA min.)		
Sidewalk Running Slope	- Sidewalk running slopes meet any of the following conditions: - The running slope of the sidewalk is not greater than 5%. - The sidewalk is at the same grade as the roadway, regardless how steep the roadway grade.		
Sidewalk Ramps For example, a segment with the maximum allowed running slope of 8.33% would require 5' x 5' landing every 30'. 	- If the sidewalk running slope is at a different grade than the roadway and the running slope is greater than 5%, then the sidewalk will be considered a ramp and shall meet the following requirements: - Maximum grade is 8.33% (1:12) for any segment less than 30' long. - Maximum rise for a segment is 30". 5' x 5' landings are located between each segment. 4' x 4' landings allowed for existing sidewalks or where physical restraints exist or not on MoDOT right of way. (ADA min.)		



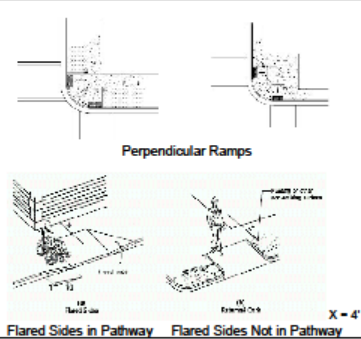
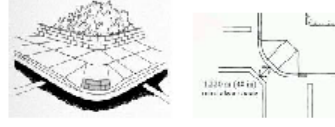
		YES	NO	NA
	- Changes in Surface Criteria - There are no height differentials with a lip greater than 1/4" in height. - Exceptions, a height differential between 1/4" and 1/2" is acceptable if it is beveled at a 1:2 slope or a height differential greater than 1/2" is acceptable if it is ramped with a slope of 8.33% (1:12) or less.			
 Pedestrian Access Route	- There are no horizontal obstructions within the sidewalk pathway. See adjacent figure for examples of what is considered acceptable, specifically: - Wall projections or signs or other objects attached to posts do not exceed 4" into the pedestrian path between 27" and 80" (6'-8") above the ground. Exception, signs or other objects attached to posts may project into the pedestrian pathway up to 12", but is not preferred and should be limited to 4" where possible. - All utility poles, light posts, traffic posts, fire hydrants, and other manmade vertical appurtenances are located outside of the Pedestrian Access Route (PAR). If right of way prevents relocation of an appurtenance, the pathway width is at minimum 32" wide and the length of the restricted pathway is no more than 24".			
Objects in Pedestrian Access Route (PAR)	- Utility covers, such as manholes and water meters, have a slip resistant top, as much as possible, and meet changes in surface criteria ($\leq 1/4$"). - Lift holes for manhole/utility covers do not have an opening greater than 1/2". Plugging of holes greater than 1/2" with a material approved by the engineer is acceptable as long as it is flush with the cover surface.			
 Wrong Installation	If gratings are located in the sidewalk or other walkways paths, the spacing of the gratings is not greater than 1/2 inch wide in one direction. Gratings with elongated openings are installed so that the long dimension is perpendicular to the dominant direction of travel.			



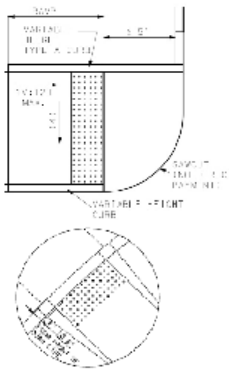
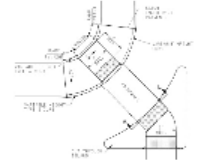
ENTRANCES			
Figures/Examples	Requirements ¹	YES	NO
	All entrances within the project limits are ADA compliant.		
	- A Pedestrian Access Route is provided across commercial and residential entrances, meeting the following criteria: - The walkway is at minimum 3' wide. - Cross slope of walkway is 2% max. (.25" per foot). - There is not an abrupt transition from the driveway to the roadway for vehicles, i.e., vehicles will not bottom out when driving over the transition.		

CURB RAMPS			
Figures/Examples	Requirements ¹	YES	NO
	All curb ramps within the project limits are ADA compliant.		
	- General requirements for all ramps are: - Curb ramps provide wheelchair access where needed - The ramp is at least 5' wide. - The ramp is greater than 3' wide for existing sidewalks or where physical restraints exist or not on MoDOT right of way. (ADA min.) - Cross slope of ramp is 2.0% max. (.25" per ft.) - Running slope of ramp is less than 8.33% (1:12) or the length of the ramp is 15' or more. Exception, ramps being retrofitted into existing facilities where space limitations prohibit the use of a 8.33% slope or less may have slopes and rises as follows: - A slope between 8.33% (1:12) and 10% (1:10) is allowed for a maximum rise of 6 inches. - A slope between 10% (1:10) and 12.5% (1:8) is allowed for a maximum rise of 3 inches. - No curb lip. Ramp must be flush with street. - Street and ramp slope break is 13% or less. (See adjacent figure.) - No drainage problems within ramp or at gutter line at ramp exit. - No design or maintenance obstructions within the ramp pathway.		



		YES	NO	NA
	- Perpendicular ramps meet the following criteria: - Have at minimum a 5' x 5' landing (not more than 2% cross slope in any direction) at the top of the ramp. - Exception, 4' x 4' landing allowed for existing sidewalks or where physical restraints exist or not on MoDOT right of way. (ADA min.) - Exception, a top landing is not required if the ramp serves only one sidewalk and the ramp is aligned with the direction of travel of that sidewalk, i.e., no turning movement required for a person in a wheelchair to align with the running slope of the ramp.			
	Flared sides with a slope of 10% (1:10) or less, measured parallel to the curb line, are provided where a pedestrian circulation path crosses the curb ramp. If the flared sides are not in the pathway (grass next to ramp), then there is no maximum slope and can be vertical curbs. (See adjacent figure for further explanation.)			
	- Parallel ramps have a minimum 5' x 5' landing at the bottom of the ramp. - Exception, 4' x 4' landing allowed for existing sidewalks or where physical restraints exist or not on MoDOT right of way. (ADA min.)			
	- Diagonal ramps meet the following criteria: - Have at minimum a level 5' x 5' landing at the top and at minimum a 4' x 4' clear space at the bottom of the ramp. - Exception, 4' x 4' landing at the top is allowed for existing sidewalks or where physical restraints exist or not on MoDOT right of way. - If a crosswalk is present, the clear space is contained within the crosswalks. - If the flared sides are within the pedestrian pathway, the slope of the flares is 10% or less.			



DETECTABLE WARNINGS DEVICES (TRUNCATED DOMES)				
Figures/Examples	Requirements ¹	YES	NO	NA
	Detectable warnings devices (truncated domes) are properly installed and ADA compliant.			
	Installed on all ramps at streets, signalized commercial entrances and railroad crossings.			
	Not installed on ramps at residential, public or non-signalized commercial driveways.			
	The preferred location of the truncated dome surface area is 6"-8" from the face of the curb (gutter line). Exception, on large curb radii one edge of the detectable warnings may be placed at the back of the curb to minimize the distance that the other edge is from the face of the curb; however, neither corner of the detectable warning may be more than 5' from the back of the curb.			
	The truncated dome surface area is at minimum a 2' strip that extends the entire width of the ramp, excluding flared sides. Exception, the dome surface area may be stopped 2" from each side of the ramp to aid in construction of the ramp.			
	The truncated domes are aligned on a square grid in the direction of pedestrian travel or installed radial to the grade break.			
	Truncated domes are not stamped into concrete.			
	Truncated domes installed are from an ADA approved product list.			
	Detectable warnings contrast visually with the adjoining surface, either light-on-dark or dark-on-light (recommended bright red on concrete and bright yellow on asphalt).			
CUT THROUGHS IN ISLANDS OR MEDIANS				
Figures/Examples	Requirements ¹	YES	NO	NA
	All cut throughs in islands or medians within the project limits are ADA compliant.			
	All cut throughs are at least 5' wide to allow 2 wheelchairs to pass.			
	The cross slope is 2% (.25" per foot) or less. Exception, on steep grades this may not be possible, in which case, the cross slope shall not exceed the grade of the roadway.			
	The cut through is oriented with the path of travel.			
	Truncated domes are installed on the surface of the cut through on each side, located at the gutter line. If the cut through $\leq$ 6' in length, then the detectable warnings cover the entire area.			



ACCESSIBLE PEDESTRIAN SIGNALS (PUSHBUTTONS)				
Figures/Examples	Requirements ¹	YES	NO	NA
	<i>All accessible pedestrian signals (pushbuttons) within the project limits are ADA compliant.</i> • Pushbuttons are a minimum 2" across in one dimension, raised (not recessed), contrast visually with the housing or mounting, and have a maximum force of 5 pounds to activate operable parts. • The control face of the pushbuttons is installed parallel to the direction of the crosswalk it serves.			
	• The location of pushbuttons for new construction are within a longitudinal distance of 5' maximum from the crosswalk line, and 30" minimum to 6' maximum from the curb line. For audible pedestrian signal devices only, pushbuttons are a minimum 10' apart at crossings and a minimum 5' apart at islands or medians. This minimum distance may be waived for audible pushbuttons in medians and islands with the use of voice commands.			
	• Pushbuttons are located no higher than 42" from the ground and within 10" reach from a level paved landing with minimum dimensions of 30" x 48", and positioned for either forward or parallel approach to the pushbutton. • Where pushbuttons for the visually impaired are installed, tactile signs are to be provided that meet ADA requirements.			
CROSSWALKS				
Figures/Examples	Requirements ¹	YES	NO	NA
	<i>All crosswalks within the project limits are ADA compliant.</i> • Minimum width of the crosswalk is 6'. • Crosswalk pavement marking is 6" wide white. • Stop bar is at minimum 4' from the crosswalk. • Crosswalk fully includes curb ramp opening and clear space •			



U.S. Department
of Transportation
**Federal Highway
Administration**

¹ Any "NO" answer means that location is ADA non-compliant and needs to be corrected before acceptance of the work, except as follows. Although exceptions listed in the above requirements do not meet MoDOT current policy standards, that criterion does meet the minimum ADA standards and will be accepted as ADA compliant. Where it is technically infeasible to correct deficiencies as part of the current work, those locations will be labeled as non-compliant, "NO", and added to the transition plan for correction at a later date. (Guidance is provided in the EPG on what may be considered as technically infeasible.) All exception and technically infeasible locations should be discussed with the project manager and/or area engineer prior to acceptance of the work. All exception and technically infeasible locations will be thoroughly documented by the engineer, and that documentation will be retained as part of the final acceptance records.

Inspector Name: _____	
Inspector Signature: _____	Date: _____
Resident Engineer or Area Engineer Name: _____	
Resident Engineer or Area Engineer Signature: _____	Date: _____
Distribution: ☐ Project Office ☐ District Permit Office	



Appendix J

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE AND FINAL ACCEPTANCE OF CONSTRUCTED FACILITIES JSP-10-01

1.0 Description. The contractor shall comply with all laws pertaining to the Americans with Disabilities Act during construction of pedestrian facilities on public rights of way for this project. An **ADA Post Construction Checklist** is provided herein to be utilized by the contractor for verifying compliance with the ADA law. The contractor is expected to familiarize himself with the plans involving pedestrian facilities and the **ADA Post Construction Checklist** prior to performing the work.

2.0 ADA Post Construction Checklist. The contractor can locate the **ADA Inspection Checklist** form on the Missouri Department of Transportation website:

http://www.modot.mo.gov/business/contractor_resources/forms.htm

2.1 The checklist is intended to be a helpful tool for the contractor to use during the construction of the pedestrian facilities and a basis for the commission's acceptance of work. Prior to work being performed, the contractor shall bring to the engineer's attention any planned work that is in conflict with the design or with the requirement shown in the checklist. Situations may arise where the checklist may not fully address all requirements needed to construct a facility to the full requirements of current ADA law. In those situations, the contractor shall propose a solution to the engineer that is compliant with current ADA law using the following hierarchy of resources: Americans with Disabilities Act Accessibility Guidelines (ADAAG), Draft Public Rights of Way Accessibility Guidelines (PROWAG), MoDOT's Engineering Policy Guidelines (EPG), or a solution approved by the Access Board.

2.2 It is encouraged that the contractor monitor the completed sections of the newly constructed pedestrian facilities in attempts to minimize impacts that his equipment, subcontractors or general public may have on the tolerances as established in the checklist.

3.0 Coordination of Construction.

3.1 Prior to construction and/or closure on an existing pedestrian path of travel, the contractor shall submit a schedule of work to be constructed, which includes location of work performed, the duration of time the contractor expects to impact the facility and an accessible signed pedestrian detour during each stage of construction. This plan shall be submitted to the engineer for review and approval at or prior to the pre-construction conference.

3.2 When consultant survey is included in the contract, the contractor shall use their survey crews to verify that the intended design can be constructed to the full requirements as established in the ADAAG. When ADAAG does not give sufficient information to construct the contract work, the contractor shall refer to the Draft PROWAG.

3.3 When consultant survey is not included in the contract, the contractor shall coordinate with the engineer, prior to construction, to determine if additional survey will be required to confirm the designs constructability.

4.0 Final Acceptance of Work. The contractor shall provide the completed **ADA Post Construction Checklist** to the engineer at the semi-final inspection. ADA improvements require final inspection and compliance with the **ADA Post Construction Checklist**. Each item listed in the checklist must receive either a "YES" or an "N/A" score. Any item receiving a "NO" will be deemed non-compliant and shall be corrected at the contractor's expense unless deemed otherwise by the engineer.

5.0 Basis of Payment. The contractor will receive full pay of the contract unit cost for all sidewalk, ramp, curb ramp, median, island, approach work, cross walk striping, APS buttons, pedestrian heads and detectible warning systems that are completed during the current estimate period as approved by the engineer. Based upon completion of the **ADA Post Construction Checklist**, the contractor shall complete any necessary adjustments deemed non-compliant as directed by the engineer.

5.1 No direct payment will be made to the contractor to recover the cost of equipment, labor, materials, or time required to fulfill the above provisions, unless specified elsewhere in the contract documents.

5.2 No direct payment will be made to the contractor to recover the cost of the equipment, labor, materials, or time required to provide an accessible signed detour during the various stages and locations of construction.



Appendix K

MO ADA Transition Plan Program Review District Questionnaire and Responses

Objective 4

ADA Post Inspection Checklist Process – Perry and Ron

Review the process of completing the ADA Post Construction Checklist for projects coordinated by: Construction/Materials, Permits and Maintenance for each District. Additionally, identify how each District is accumulating the information and updating the Transition Plan database.

The questions provided to each District were as follows:

How are you handling ADA Post Inspection Checklist with respect to:

1. Who is doing them for Construction & Materials Projects, Permit Projects, LPA Projects and Maintenance work?
2. Where are the checklist documents housed? (V:drive, job file, permit file, etc.)
3. How are you capturing the construction of new sidewalks that are not included in the original inventory?

How are you handling the ADA Transition Plan updates with respect to:

1. Who is actually doing the updates?
2. How are you recognizing the construction of new facilities?
3. What is your biggest challenge acquiring and updating the information?

Responses:

North West District – Marty Liles

Currently, there is no defined process for filling out the checklists, storing the documentation or updating the database.

North East District – Macy Rodenbaugh / Tom Batenhorst

For STIP projects, the checklists are filled out by MoDOT Construction Inspectors and the information is stored with the project files. For LPA projects, the LPA Inspector fills out the checklist and they are stored with their project files.

No comments specific to Permit projects or any Maintenance operations.

New sidewalk locations are not captured for future reference.



Tom Batenhorst updates the inventory database but no specific process was identified to provide the ADA Post Inspection checklists for this purpose.

Kansas City District – Perry Allen / Becky Wheatley

For STIP projects, the checklists are filled out by MoDOT Construction Inspectors and the information is stored with the project files. For LPA projects, the LPA Inspector fills out the checklist and they are stored with their project files. For Permit projects, the Permit Inspector fills out the checklist and files them with the permit. To date, no pedestrian facilities have been constructed by Maintenance forces.

Annually, a copy of the checklists for the year with specific project information is provided to Becky Wheatley to update the database. She works with the individual inspectors to make accurate identification of work completed for the update.

New ADA facility construction is inspected utilizing the checklist but there is currently no database capturing all new facility construction.

Central District – Patti Lemongelli / Duane Kliethermes

For STIP and LPA projects, the RE's are filling out the checklists. No process is in place to provide the checklists for Permit projects and no Maintenance operations have been involved to date.

The checklists are housed with the project records and they are moving them to the V: drive.

The District Final Plans and Reports Processor (Duane Kliethermes) identifies when pedestrian facilities have been effected by STIP and LPA projects, during the final plans process, and acquires the checklists so he can update the database. No one currently does this for Permit projects. No Maintenance operations have effected these facilities to date but a Maintenance Superintendent might be identified to perform this function.

New ADA facility construction is inspected utilizing the checklist but there is currently no database capturing all new facility construction.

St. Louis District – Wendy Brooks

How are you handling ADA Post Inspection Checklist with respect to:

- 1. Who is doing them for Construction & Materials Projects, Permit Projects, LPA Projects and Maintenance work?**

Construction and Materials: The inspector assigned to the project fills out the checklist.

Permits: Either the MoDOT permit inspector or the Consultant Permit inspector fills out the checklist.

Local Roads: The Sponsor fills out the checklist.

Maintenance: They haven't had very many, but when they did, they worked with the Area Teams to help with getting the checklist filled out, and the one instance it was the Permit Inspector for that area that helped.

- 2. Where are the checklist documents housed? (V:drive, job file, permit file, etc.)**

Construction and Materials: They are scanned in and filed electronically on the V drive for the contract.



Permits: They are scanned in and filed with the Permit file on TMS.

Local Roads: They are kept on file with the Sponsor.

Maintenance: The one is with the area team.

3. How are you capturing the construction of new sidewalks that are not included in the original inventory?

Construction and Materials: The District has 2 spreadsheets that all data is entered into for Tracker, which includes new construction, but only of signalized intersections and curb ramps. New facilities cannot be added to the Statewide Oracle database.

Permits: Enters the data onto the 2 District spreadsheets.

Local Roads: Enters the data onto the 2 District spreadsheets.

Maintenance: Is not construction new facilities, N/A.

How are you handling the ADA Transition Plan updates with respect to:

1. Who is actually doing the updates?

Construction and Materials: The inspector for the project updates the Oracle database along with the 2 District spreadsheets.

Permits: Permit inspectors are only updating the 2 District spreadsheets.

Local Roads: MoDOT Construction oversight for the Local projects only updates the 2 District Spreadsheets.

Maintenance: Utilized personnel from the Area Teams and only updated the 2 District Spreadsheets.

2. How are you recognizing the construction of new facilities?

Construction and Materials: By entering onto the 2 District spreadsheets; the Oracle database does not allow for adding new facilities that did not exist when the original inventory was made.

Permits: By entering onto the 2 District spreadsheets.

Local Roads: By entering onto the 2 District spreadsheets.

Maintenance: Not constructing any new facilities, N/A.

3. What is your biggest challenge acquiring and updating the information?

Construction and Materials: There has been confusion on having the enter the information into both the District spreadsheets and the Division Oracle database, so sometimes information was entered in one or the other, but not both. The Oracle database is not user friendly, trying to look up locations to update is difficult, the project may not have included all areas. New routes or facilities cannot be added into the Oracle database, so we don't get credit for items built in compliance.

Permits: Sometimes we forget to update the spreadsheets after the permit closes out, but try to verify quarterly prior to the District Tracker.

Local Roads: No clear direction on what is truly required off-system.

Maintenance: Really hasn't been an issue because we haven't done many ADA upgrades on our existing facilities.

SW District – Steve Campbell

How are you handling ADA Post Inspection Checklist with respect to:

1. Who is doing them for Construction & Materials Projects, Permit Projects, LPA Projects and Maintenance work? This is a combination. For my project, the inspectors are doing the final checklist. I think Jim McDiarmid is doing them for the LPA and permit. Maintenance work gets handled



on a job by job basis. We work pretty closely together, so they'll just call if they need something. I'm not aware of a sidewalk job they have done.

2. Where are the checklist documents housed? (V:drive, job file, permit file, etc.) For C&M jobs, they'll be on the V drive or in the project files. For permits and LPA, they'll be stored with their files.

3. How are you capturing the construction of new sidewalks that are not included in the original inventory? Off the final plans - B sheets.

How are you handling the ADA Transition Plan updates with respect to:

1. Who is actually doing the updates? Mike Wake, the SW Design Engineer is now charged with tracking the info, updating it as we correct, and preparing the Tracker Report.

2. How are you recognizing the construction of new facilities? Mike Wake reviews the final plans in respect the ADA items. Incorporates new items onto a spreadsheet.

3. What is your biggest challenge acquiring and updating the information? Right now, we are just finalizing our processes. Mike Wake recently took over this responsibility from Ron Effland. Our hope is that this becomes a part of contract close out no different than our final plans.

SE District – Andy Meyer / David Peyton

How are you handling ADA Post Inspection Checklist with respect to:

1. Who is doing them for Construction & Materials Projects, Permit Projects, LPA Projects and Maintenance work?

District Construction Liaison is over the LPA projects. For the remainder I send out emails to AEs, REs, etc to find copies of checklists.

2. Where are the checklist documents housed? (V:drive, job file, permit file, etc.)

Checklists are in an ADA file folder. Also on V:drive for individual projects.

3. How are you capturing the construction of new sidewalks that are not included in the original inventory?

I was informed at the start of the ADA inventory update program that new construction would be ignored for the time being. Only updates to existing facilities would be added to the ADA inventory. This was in a video conference with Melissa Anderson. Additionally we were told not to reinspect existing facilities to see if they were deteriorating.

My understanding is that new construction and possible deterioration would be picked up in the next round of inspections. Inspections were supposed to occur every 5 years and the entire inventory updated at that time.

How are you handling the ADA Transition Plan updates with respect to:

1. Who is actually doing the updates?



David Peyton is responsible for updating the inventory as existing deficient ADA facilities are upgraded.

2. How are you recognizing the construction of new facilities?

New construction is supposed to be picked up upon reinspection of all ADA facilities in the district. As stated previously this was to occur every 5 years. The original inspections were in 2008 so I anticipate another inspection effort to be organized soon.

3. What is your biggest challenge acquiring and updating the information?

Locating segments. To be blunt the information is in a horrible format and is not consistent. Since GPS coordinates are included in nearly all of the data we need to map every segment into ARCGIS. This will make locating specific areas far faster. Additionally the sidewalk map could be laid over the STIP map and one can immediately see where a project will be near a deficient location.



Appendix L

ADA Transition Plan Best Practices

[NCHRP 20-07/Task 249 Asset Management Approaches to ADA Compliance](#), completed April 2008 – user friendly data collection forms and programs, utilize available technology for data collection and data archival systems, provide training, integrate requirements into processes, user friendly web sites, prioritize inventory

NCHRP 20-07/Task 232 Development of a Guide to Update ADA Transition Plans, completed April 2009 – trained staff and dedicated ADA coordinator, user friendly web sites, user friendly grievance procedure, use creativity and technology to assist in the inventory process, prioritize inventory, utilize GIS database that includes compliant and non-compliant facilities, utilize advocacy groups to assist with priorities, coordination with other transit agencies and jurisdictions

[Special Report: Accessible Public Rights-of-Way Planning and Design for Alterations](#), completed August 2007 – includes Q&A, case studies, problem statement and design solutions, and resource links

[City of Bellevue, WA ADA Transition Plan](#) and also [Bellevue's ADA Sidewalk and Curb Ramp Compliance Program article](#); completed September 2009 – utilized a unique data collection system (Ultra-Light Inertial Profiler or ULIP), high level of public involvement, utilized GIS extensively in data collection and mapping interface, developed GIS based barrier ranking analysis to create the prioritized list of improvements, entire webpage devoted to Accessibility

[City of Rancho Cordova, CA ADA Transition Plan](#), completed April 2005 – high level of public involvement, created Transition Plan Oversight Committee, developed priority ranking system, extremely detailed inventory collected by surveyors includes all (not just non-compliant items), initiated ADA Capital Implementation Plan, active tracking and monitoring of database, included all standards in the report

[Minnesota ADA Transition Plan](#), completed April 2010 – created a public Mn/DOT ADA Accessibility Advisory Committee (MAAAC); created an internal Americans with Disabilities Act Advisory Committee (ADAAC); created an internal ADA Implementation Committee; provides training to staff, cities, counties, and external partners; entire webpage devoted to Accessibility

[Idaho ADA Transition Plan](#), completed September 2011 – utilized GPS, GIS and ArcMap in data collection and database spatial analysis; standards include details to help with challenges; developed priority ranking system considering a location score, compliance score and composite score

[Florida ADA/504 Transition Plan](#), completed 2011 – Maintenance Rating Program includes ADA elements and features, provides 4 accredited training courses



[South Carolina ADA Transition Plan](#), completed January 2009 – includes Communications and Mass Transit section in the plan

[North Carolina ADA Transition Plan](#), completed 1995 – priority based on project proximity to a list of public facilities (10 total), appointed task force, includes visually impaired and telecommunications improvements

[New York ADA Transition Plan](#), completed draft – rating scale for determining priority and includes descriptions and pictures

[Michigan ADA Transition Plan](#), completed 2009 – included public transit facilities, car pool lots, and shared use paths

City of Westerville, OH ADA Transition Plan, completed 2010 - inventory includes all (not just non-compliant items), re-inspect entire city on 5-year cycle, developed separate curb cut retrofit plan

City of Lewisville, TX ADA Transition Plan, completed January 2010 – inventory includes all (not just non-compliant items), utilized GPS during inspection and mapping process, developed priority ranking system

Successful Sidewalk Strategies, Effective Sidewalk Maintenance Management PowerPoint; Overland Park, KS; completed August 2008 – created electronic database using ArcMap and aerial photos, utilized GBA Master Series Module for database, database includes all inventory (not just non-compliant items), developed priority ranking system, developed Slopinator for sidewalk inspection and inventory process, re-inspect prior to major contract work, re-inspect entire city on 7-year cycle, active tracking and monitoring, active maintenance plan, established clear and precise replacement guidelines, initiated proactive preventive measures

South Dakota Americans with Disabilities Act Design and Construction (FHWA Program Review), completed July 2010 – utilized GIS in data collection, developed priority ranking system

Washington Report on the FY 2006 Section 504/ADA Baseline Assessment (FHWA Program Review), completed 2006 – baseline assessment on the LPAs implementation of ADA/Section 504 requirements, highlighted City of Bellevue, highlighted City of Anacortes' Citizen Advisory Group "Barrier Busters" that meet monthly

Springfield, MO ADA Transition Plan – utilized GPS and GIS for data collection and mapping, includes all inventory (not just non-compliant), developed priority ranking system based on density of defects, utilizes MoDOT Post Construction Checklist



U.S. Department
of Transportation
**Federal Highway
Administration**

Appendix M

Missouri Department of Transportation Transition Plan Update in Compliance with the Americans with Disabilities Act, Title II Requirements

August 1, 2010



Executive Summary

The purpose of this document is to update the "Transition Plan for the Missouri Highway and Transportation Department," July 20, 1992. It has been developed to fulfill the requirements of the Americans with Disabilities Act of 1990, Public Law 101-336 under the implementing regulation for Title II, 28 CFR Part 35 35.150(d).

The Americans with Disabilities Act (ADA) requires public entities with more than 50 employees to conduct a self-evaluation and to develop a transition plan that identifies all structural modifications necessary to achieve program accessibility, describe the methods intended to make the modifications, specify a schedule for completion of the modifications and identify the official responsible for implementation of the plan.

In the summer of 2007, the Missouri Department of Transportation (MoDOT) began an inventory of the current public facilities. All facilities for use by the public including District and Central Office buildings, welcome centers and pedestrian facilities were evaluated to determine their compliance with the standards set out by the ADA.

In November of 2008, an ADA Collaboration Team was developed to assure that Construction and Design Division and District staff work together to determine clear priorities, methods and a schedule to update MoDOT's Transition Plan. The Missouri Division of the Federal Highway Administration (FHWA) also participated as part of the team.

It is anticipated that the facilities identified in this plan will be upgraded in accordance with the ADA by 2027. This date is contingent upon funding levels and the ability to schedule the work in future projects. MoDOT and FHWA agree to re-evaluate both progress and the anticipated completion date approximately every five years. District and Central Office management will be allowed to determine the most effective and efficient methods to complete the needed work, giving consideration to the priorities stated in this plan.

Using 2008 costs, the modifications are expected to exceed \$150 million. Because expenditures are planned in accordance with the Statewide Transportation Improvement Plan (STIP) most of the funding available through the 2015 STIP has been committed and improvements will be made on projects where possible. Beyond the 2015 STIP, it is expected that districts will make progress toward the completion of the necessary upgrades each year.

MoDOT uses an organizational performance measure known as the Tracker to assure that the department is accountable in meeting goals that support its Tangible Results and Values. ADA compliant program and facility access closely mirrors the department's "Environmentally and Socially Responsible" tangible result and will be tracked under this category. Each district will also be tracked to ensure satisfactory progress through the completion of the Transition Plan.



2010 Transition Plan

Responsibility and Intent

The Missouri Department of Transportation (MoDOT) respects the rights of all those who use state transportation facilities and accepts the responsibility of providing equal access to all users. With this in mind, it is the goal of the department to upgrade MoDOT owned facilities to which the public has access to comply with the Americans with Disabilities Act. This document is an update to the Transition Plan completed in July, 1992 in accordance with the Americans with Disabilities Act of 1990, Public Law 101-336 under the implementing regulation for Title II, 28 CFR Part 35 35.150(d).

Commitment

This Transition Plan represents the department's intent to upgrade existing facilities over a 17-year period reaching completion by 2027. MoDOT maintains over 33,000 miles of roads and nearly 10,000 bridges. As these roads and bridges undergo alterations, the pedestrian facilities associated with them will be brought into compliance with current ADA standards. Additional improvements will be made with separate projects and internal work forces to complete the plan in a timely manner. MoDOT owned buildings to which the public has access will be upgraded by 2015 and have been prioritized by the degree of public use for each building.

Limitations

Many challenges exist in reaching full compliance with the ADA. All of the work will occur as alterations to the existing right of way and building facilities. Working within the limits owned by MoDOT, and completing construction within the physical constraints of each project or facility may at times force MoDOT to rely on providing compliance "to the maximum extent feasible" when it becomes technically infeasible to accomplish a fully compliant solution. Every effort will be made to remove all barriers and provide easy access to the transportation facilities over which the department has control. In addition, attempts will be made to work with other public right of way owners and adjacent property owners to determine the best solution for each area.

Development of the Transition Plan Update

Pedestrian Facilities on the Public Right of Way

In the summer of 2007, districts began determining the ownership of sidewalks, crosswalks and traffic signals along state owned and maintained roads. Where it was thought that MoDOT is the party responsible for upgrade of the facilities, an inventory of features was completed and entered into a statewide database. In the winter of 2008, an evaluation of the data was completed and the costs to bring the facilities into compliance were estimated. MoDOT acknowledges that some facilities may have been overlooked or counted by mistake. If it is determined that items need to be added to or removed from the inventory, the plan will be corrected as needed. Actual ADA improvements will be determined by the condition of the facility at the time of the project and absence from the inventory will not exempt work from being completed.



The inventory and estimates were reviewed by the districts to determine which items might be upgraded as part of the current Statewide Transportation Improvement Plan (STIP). The STIP is a commitment to the public of the projects planned to be completed during a 5-year timeframe. The first three years of the STIP are fully programmed within the limits of the estimated budget. The later years are not fully programmed and project scope and estimate changes can be made more easily. Inventory items that are not included within a current STIP project will be completed in one of the following ways:

- ❖ Future STIP project
- ❖ Stand alone project to be completed with contract labor
- ❖ Internal forces such as special crews or maintenance staff
- ❖ Improvements made by others such as local agencies and work done by permit

Pedestrian Facilities Priorities and Implementation

It is the responsibility of district management to determine the most efficient and effective means of using the resources available to them, both financially and through staff management, to accomplish the many tasks for which they are held accountable. Given this basic department structure, district management will determine the best methods to correct ADA deficiencies within each district. Public input, with an emphasis on identifying and including disabled populations, will be sought out to provide input into district prioritization decisions. In making these determinations the decisions will be based on balancing the following priorities:

Locations:

1. High risk areas, based on crash data and safety concerns
2. High volume public use areas, and accessibility needs areas
3. STIP projects
4. Public requests
5. Corridors and high volume use areas

Focus areas:

1. Removal of barriers, such as curbs
2. Intersections
3. Other accessible routes and sidewalks

Pedestrian Facilities Schedule

It is anticipated that to complete the necessary improvements required by the ADA will take 17 years, beginning with current projects in 2010 and reaching completion by 2027. During this time, MoDOT will have performed maintenance or reconstruction on most of the right of way included in the survey. In addition, funding provided in the next three federal highway bills can be identified for use to make the necessary system improvements.

The full cost of compliance exceeds \$150 million. This cost does not include inflation, right of way purchases or easements, or the cost of utility relocations. These additional costs may affect the proposed timeline. Items included in projects in the current 2011-2015 STIP will be completed with the projects where possible. Remaining items will be



completed with one of the methods discussed above and the district management staff will be held accountable for making progress each year.

A copy of the District Right of Way Inventory is attached as Appendix A and includes information on the compliance of sidewalks, intersections and traffic signals.

Building Facilities

MoDOT maintains many buildings and grounds across the state, from office buildings to welcome centers to maintenance sheds. It is important that those buildings used by the public are made accessible in accordance with the ADA. In the summer of 2008, MoDOT building facilities were inventoried in much the same way as the pedestrian facilities. A database was developed and estimates for ADA compliance were determined.

Building Facility Priorities and Implementation

Again, district management, working with General Service's management, is responsible for prioritization of the needs within their districts. The degree of public use will be the determining factor in prioritizing the upgrades in each district. The buildings have been divided into the following three groups:

Priority One – high volume public use areas such as welcome centers and offices

Priority Two – occasional public use and employee work areas

Priority Three – employee only work areas as needed

MoDOT maintenance buildings that are used to store and maintain equipment are not open to the public and have been excluded from the inventory. They do not provide programs, services or activities to the public and are restricted to authorized personnel only.

Building Facilities Schedule

Correction of building facilities is expected to cost nearly \$2 million and take 5-6 years to complete with the funding that is anticipated to be available. The funding will be part of the department's capital improvements budget.

A copy of the District Building Inventory is attached as Appendix B and includes compliance information on MoDOT owned buildings.

Public Comment

The public will be invited to review and comment on this Transition Plan. It will be available at the Central Office in Jefferson City and at all District Offices between the dates of August 1, 2010 and August 31, 2010. It will also be available on MoDOT's website and a virtual public meeting will be held. The disabled community will be specifically notified of its availability and will be encouraged to provide comment. Those comments will be taken under consideration and incorporated into the plan where appropriate.



Accountability

MoDOT is accountable to the citizens of Missouri and maintains a transparent method of doing business. As documentation of the department's effort to improve operations and meet the needs of the traveling public, an organizational performance measure known as The Tracker has been developed and is available on the internet. The Tracker is used to assure that the department is accountable in meeting goals that support its Tangible Results and Values. ADA compliant program and facility access closely mirrors the department's "Environmentally and Socially Responsible" tangible result and will be tracked under this category. Each district will also be tracked to ensure satisfactory progress through the completion of the Transition Plan.

Inventory Maintenance

Each district will be responsible for maintaining its' ADA inventory. As items are completed, they will be noted in the database and the cost will be subtracted from the total amount of work to be done. If it has been determined that an item has been brought into compliance to the maximum extent feasible, or that it is technically infeasible to bring the item into compliance, the decision will be documented and the item will be considered complete in the database.

Responsible Person

Lester Woods, External Civil Rights Director, will be the responsible party for this document and its implementation.

Notification of Concerns

Complaints or concerns that a program, service, or activity of MoDOT is not accessible to persons with disabilities should be directed to Mr. Lester Woods, External Civil Rights Director, at 573-751-2859.



U.S. Department
of Transportation
**Federal Highway
Administration**



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